

Case Research

Development Review Board (DRB)

Development Application Checklist



Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements for Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>1,600</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – ① copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – ② copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements (form provided)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 13. Design Guidelines <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Downtown Urban Design and Architectural Guidelines The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design </div> <div style="width: 35%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </div> </div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Public Participation Process Requirements (see Attachment A)
		15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided) <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the set of prints <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. 8-1/2" x 11" - ⑪ copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey & Report - (3) copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - (3) copies <input type="checkbox"/> Copies of Previous Archaeological Research - (1) copy
<input type="checkbox"/>	<input type="checkbox"/>	18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit)
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) <ul style="list-style-type: none"> • The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Plan & Report Requirements for Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – (4) copies 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" – (4) color copies, <u>folded</u> • 11" x 17" – (1) color copy, <u>folded</u> • 8 ½" x 11" – (1) color copy (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p><u> X </u> 750-foot radius from site</p> <p>_____ ¼-mile radius from site</p> <p>_____ Other: _____</p>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Site Plan <ul style="list-style-type: none"> • 24" x 36" – (12) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> • 24" x 36" – (4) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Open Space Plan (Site Plan Worksheet) (Example Provided) <ul style="list-style-type: none"> • 24" x 36" – (2) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF format)
<input type="checkbox"/>	<input type="checkbox"/>	26. Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" – (1) copy, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – (2) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction) • Digital - (1) copy (CD/DVD, PDF format)
<input type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – (1) copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	29. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – (4) copies, <u>folded</u> • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Landscape Plan <ul style="list-style-type: none"> • 24" x 36" – (2) copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – (1) copy (quality suitable for reproduction)

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		<ul style="list-style-type: none"> Digital - ① copy (CD/DVD, PDF format)
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> N/A		31. Hardscape Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	32. Transitions Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	33. Parking Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	34. Parking Master Plan See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> 8-1/2" x 11" - ② copies
<input type="checkbox"/>	<input type="checkbox"/>	35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – ④ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Bikeways & Trails Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Building Elevations <ul style="list-style-type: none"> 24" x 36" – (2) copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – (2) color copies, <u>folded</u> 11" x 17" – (1) color copy, <u>folded</u> (quality suitable for reproduction) 11" x 17" – (1) copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) 8 ½" x 11" – (1) color copy, (quality suitable for reproduction) 8 ½" x 11" – (1) copy black and white line drawing copy (quality suitable for reproduction) Digital – (1) copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38. Building Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <ul style="list-style-type: none"> 24" x 36" – (2) copies, <u>folded</u> Digital – (1) copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Perspectives <ul style="list-style-type: none"> 24" x 36" – (1) color copy, <u>folded</u> 11" x 17" – (1) color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – (1) color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40. Streetscape Elevation(s) <ul style="list-style-type: none"> 24" x 36" – (1) color copy, <u>folded</u> 11" x 17" – (1) color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – (1) color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> 24" x 36" – (1) color copy, <u>folded</u> 11" x 17" – (1) color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – (1) color copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. Floor Plans <ul style="list-style-type: none"> 24" x 36" – (1) copy, <u>folded</u> 11" x 17" – (1) copy, <u>folded</u> (quality suitable for reproduction) Digital – (1) copy (CD/DVD, PDF Format)

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<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <div style="font-size: 2em; font-weight: bold;">N/A</div>	43. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/> <input type="checkbox"/>	44. Roof Plan Worksheet(s) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <div style="font-size: 2em; font-weight: bold;">N/A</div>	45. Sign Details <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) • 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction)
<input checked="" type="checkbox"/> <input type="checkbox"/>	46. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/> <input type="checkbox"/>	47. Exterior Lighting Photometric Analysis (policy provided) <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/> <input type="checkbox"/>	48. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <div style="font-size: 2em; font-weight: bold;">N/A</div>	49. Cultural Improvement Program Plan _____ Conceptual design of location <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • ① copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) _____ Narrative explanation of the methodology to comply with the requirement/contribution.
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <div style="font-size: 2em; font-weight: bold;">N/A</div>	50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)

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<input checked="" type="checkbox"/> <div style="font-size: 2em; font-weight: bold;">N/A</div>	<input type="checkbox"/>	51. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52. Drainage Report See Chapter 4 of the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets • Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input checked="" type="checkbox"/> <div style="font-size: 2em; font-weight: bold;">N/A</div>	<input type="checkbox"/>	53. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets • Digital - ① copy (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54. Final Basis of Design Report for Water See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	55. Final Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> • Email (see handout submittal instructions) • CD/DVD • 8-1/2" x 11" - ④ copies – the report shall be bound, all full-size plans/maps provided in pockets.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	56. Water Sampling Station <ul style="list-style-type: none"> • Show location of sample stations on the site plan. • Fax 8 ½" x 11" copy of the site plan with sampling stations to the Water Quality Division. • Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
<input type="checkbox"/>	<input type="checkbox"/>	57. Water of Approval For Fountains Or Water Features from the Water Conservation Office Please contact office at 480-312-5685 <ul style="list-style-type: none"> • ① copy of the approval from the Water Conservation Office
<input type="checkbox"/>	<input type="checkbox"/>	58. Native Plant Submittal: <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)
<input type="checkbox"/>	<input type="checkbox"/>	59. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study • Email (see handout instructions) • 8-1/2" x 11" – ③ copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	60. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	61. Cuts and Fills Site Plan <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	62. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	63. Environmental Features Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	64. Geotechnical Report <ul style="list-style-type: none"> Email (see handout instructions) 8-1/2" x 11" – ① copy of the Geotechnical Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	66. Bedrock & Soils Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	67. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	68. Other: <hr/> <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ① copy (see handout instructions) </div>

PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	69. Color Cards or Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>70. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s)</p> <ul style="list-style-type: none"> • The material sample board shall include the following: <ul style="list-style-type: none"> ○ A color elevation of one side of the building ○ 3" x 3" Glass samples mounted on the board with reflectivity identify ○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) ○ 2"x 2" of proposed paint colors ○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. • 11" x 17" – ① copy, <u>folded</u> of a printed digital photo of the material board • 8 ½" x 11" – ① copy of a printed digital photo of the material board
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>71. Electronic Massing Model:</p> <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750-foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>72. Electronic Detail Model:</p> <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750-foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>

Planning and Development Services

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DRB Development Application Checklist

PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	73. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767 . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>090</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	74. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	76. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	77. Other: _____ _____ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>78. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Bryan Cluff</u> Phone Number: <u>480-312- 2258</u></p> <p>Coordinator email: <u>bcluff</u> @scottsdaleaz.gov Date: <u>9/12/18</u></p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application need a: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p>

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DRB Development Application Checklist

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/building-resources/forms>

Planning and Development Services Division
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000

Planning and Development Services

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Development Applications Process

Enhanced Application Review

Development Review (DR and PP)

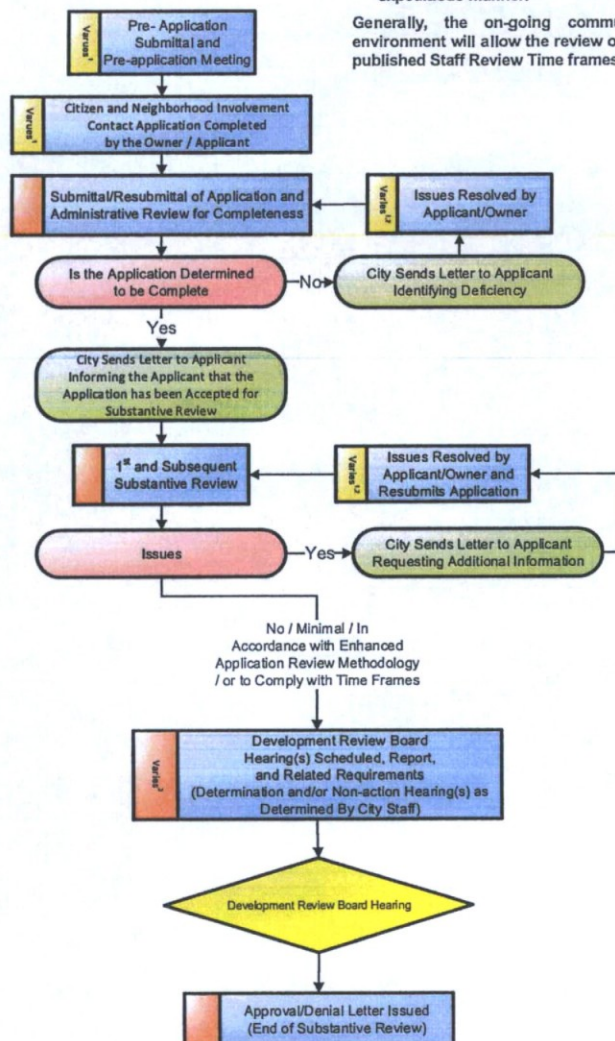


Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	

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Development Applications Process

Standard Application Review

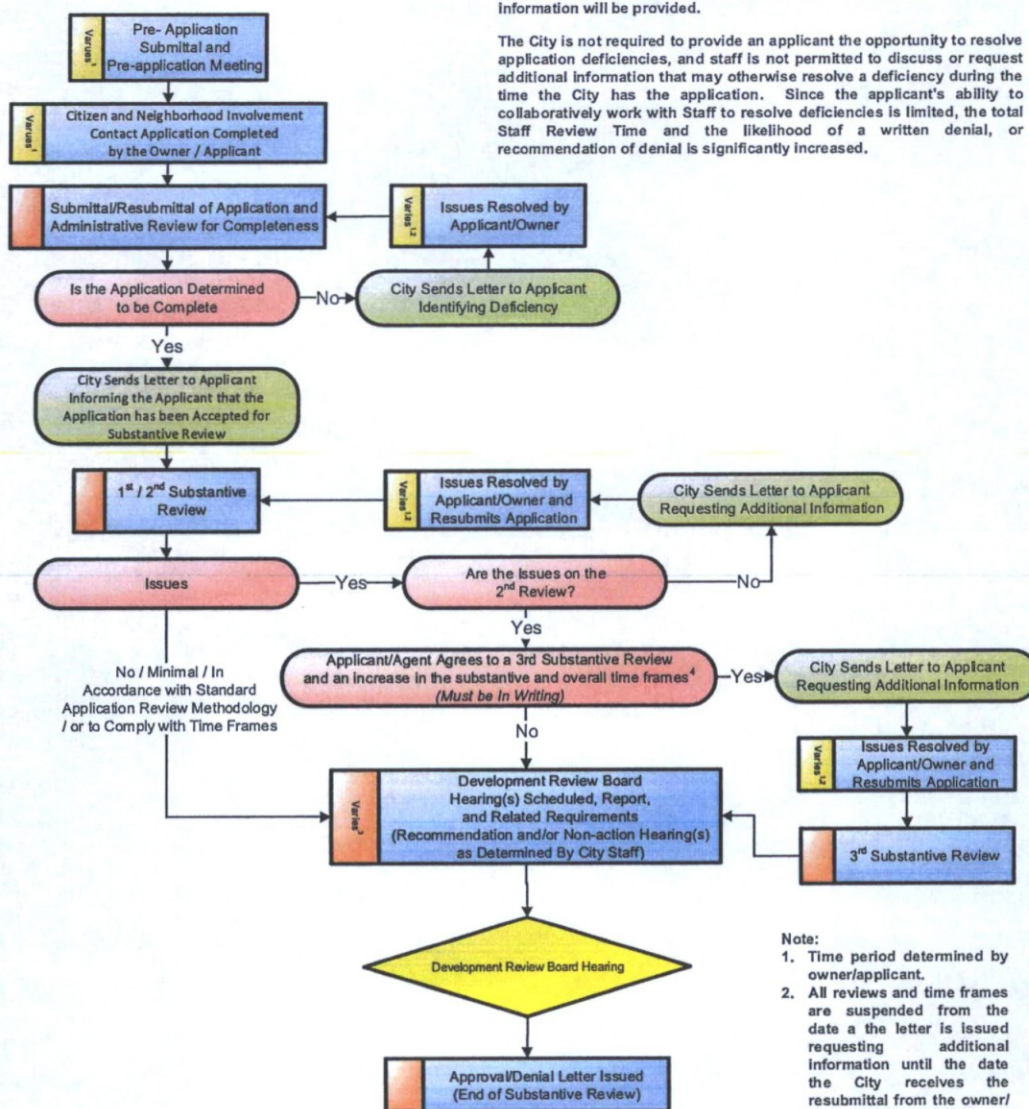
Development Review (DR and PP)



Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	Letter Issued

Planning and Development Services

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Public Participation - DR, PP



Public participation ensures early notification and involvement prior to the filing of a formal application, which is an integral component of Scottsdale's public hearing process.

☒ **Step 1: Complete Neighborhood Involvement Outreach**

☐ **Hold a minimum of 1 Open House Meeting prior to formal application submittal**

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

☐ **Complete Neighborhood Notification Outreach**

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and City contact names and phone numbers
 -

☒ **Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties

Public Participation - DR, PP



- Provide originals of all comments, letters, and correspondence received

City will post public hearing sign notices and provide other public notification

- Mailing out postcards to property owners within 750 feet
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

690 PA 2018

PA Assignment / Direction

Case Type:

2N
DR
Lottie

Coordinator:

CLiff

Invite Team:

- ☐ No Meeting Necessary Yet
- ☐ Contact Applicant
- ☐ Place File on Coordinator's Desk / File Room / Digital CDS Folder
- ☐ Coordinator to Send Applicant:
 - ☐ AC Application
 - ☐ Affidavit to Act as Property Owner
- ☒ Schedule PA meeting after: Next Tuesday _____
- ☒ When Scheduling:
 - ☒ Notify Team Digital PA and to Check CDS Folder
 - ☐ Other:
- ☐ Other:
- ☐ Other:

- ☒ Long Range: Erin Perrault
- ☒ Transportation: Phil Kercher
- ☒ Drainage: Richard Anderson
- ☒ Water/Sewer: Levi Dillon
- ☒ Design Review: Steve Venker
- ☒ Fire: Scott Stanek & Doug Wilson
- ☐ Building: Travis Lindsey
- ☒ Engineering: Eliana Hayes
- ☒ Plat: Brian Kulina
- ☐ Asset Mgmt.: Martha West
- ☐ Airport: Sarah Ferrara
- ☐ Other: _____

Notes For Coordinator:

- ☒ Discuss PA at Development Review Staff Meeting
- ☐ Speak with: _____
- ☒ Check History/Related Projects: _____
- ☒ Neighbors / HOA Approval / POA Approval / Prop. Mgmt.
- ☐ Check GP/CAP Land Use
- ☐ Other:

- ☐ Check Landscaping, replace missing _____
- ☒ Check Parking _____
- ☒ See Design Guidelines / Criteria Down Town
- ☐ CPTED, contact Officer Kory Sneed _____
- ☐ Airport: long form/short form
- ☐ Other:

Berry, Melissa

From: Projectinput
Sent: Thursday, August 30, 2018 6:54 PM
To: Projectinput
Subject: Online Pre-Application Submitted (690-PA-2018)



Pre-Application Number: **690-PA-2018**

Project Name: **75 on 2nd**

Location: **7502 E 2ND ST**

Contact Name: **Kristjan Sigurdsson**

Contact Phone: **(602) 505-2525**

Contact Email: **kristjans@kandihomes.com**



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K&I Homes, LLC
6125 E INDIAN SCHOOL RD STE 2005
SCOTTSDALE AZ 85251-5400

PHOENIX AZ 852

26 JAN 2019 PM 5 L



CITY OF SCOTTSDALE
3939 CIVIC CENTER PLAZA
SCOTTSDALE AZ 85251

85251-999955





K & I Homes, LLC

NOTIFICATION LETTER

Date: January 21, 2019

To: ***Property Owner, Neighborhood HOA, or other Interested Party***

RE: Notification of Project Under Consideration
75 on 2nd

The purpose of this letter is to inform you that K&I Homes, on behalf of owner/developer 'The Clayton-Companies', will be filing an application to re-zone four parcels of land, totaling approximately 0.80 Acres, located on the NEC of 75th Street & 2nd Street. The application is scheduled to be filed on or before February 15, 2019. Shortly thereafter we will be filing an application to the Development Review Board, to request Design Review approval of the same project. This letter will serve as notification of both applications.

We would like to invite you to a neighborhood meeting to discuss the proposed development project and the rezoning / DRB request. The meeting will be held on **Thursday, February 5th, 2019, at 5 PM at 'The Clayton Companies Office, 7340 E. Main Street, Suite 200, Scottsdale, AZ 85251.**

Attached is a copy of the Future Land Use Plan, Existing and Proposed Zoning Exhibit, proposed Site Plan, as well as overall 3D perspective Views of the project. The following describes our request:

Existing use: *The existing site is zoned **D/OR-2 DO** (Downtown/Office Residential – Type 2 Downtown Overlay) and **S-R DO** (Service Residential Downtown Overlay), and contains three office buildings, two of which are old and dilapidated. All existing buildings and site improvements are scheduled to be demolished and removed as part of this development.*

Proposed change: *The proposed **D/DMU-2 DO** (Downtown / Downtown Mixed-Use Type 2 Downtown Overlay) is for a Boutique Residential Apartment project that will include 39 living units, in a 3 and 4 story building. Associated amenity areas will be included at ground level along the Street frontage. The project will include a mix of 1- and 2-bedroom units, ranging in size from 870-1370 SF. All of the parking will be provided in a ground level parking garage accessed from the existing alley.*

Please be advised that meetings and hearings before the City of Scottsdale Planning Commission and Design Review Board are planned to review this case. Specific meeting and hearing dates have not yet been set, but will be posted on site once determined, at least 20 days prior to each hearing date.

The City of Scottsdale Planner assigned to this case is Bryan Cluff, and you may contact him at 480-312-2258 or via email bcluff@scottsdaleaz.gov. The City Case File number (Pre-Application number) is 690-PA-2018. Once officially submitted, the case file may be viewed on the city website <http://www.scottsdaleaz.gov/projects/projectsinprocess>

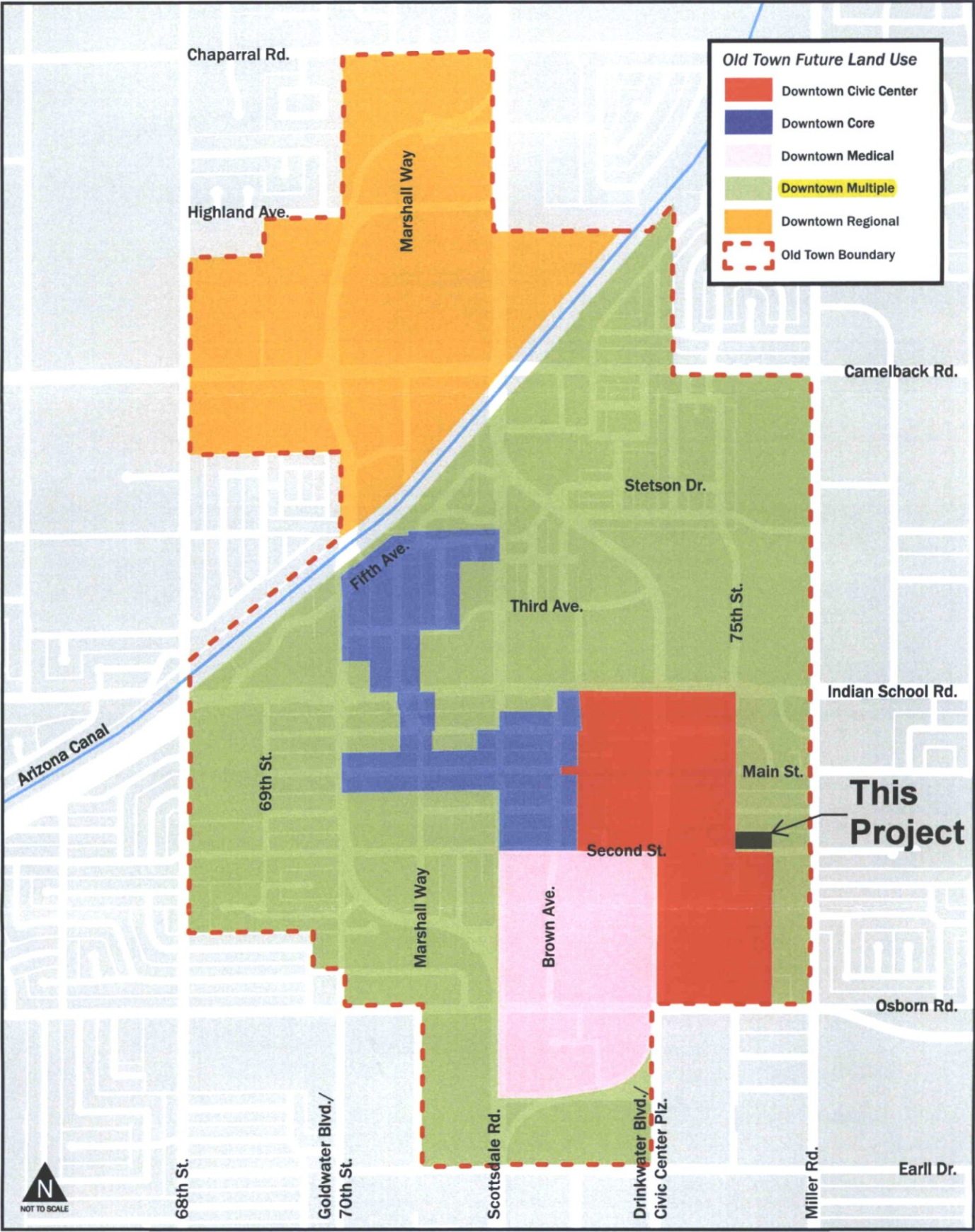
I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at **602-505-2525** or via email kristjans@kandihomes.com

Sincerely,



Kristjan Sigurdsson, Principal
K&I Homes, LLC

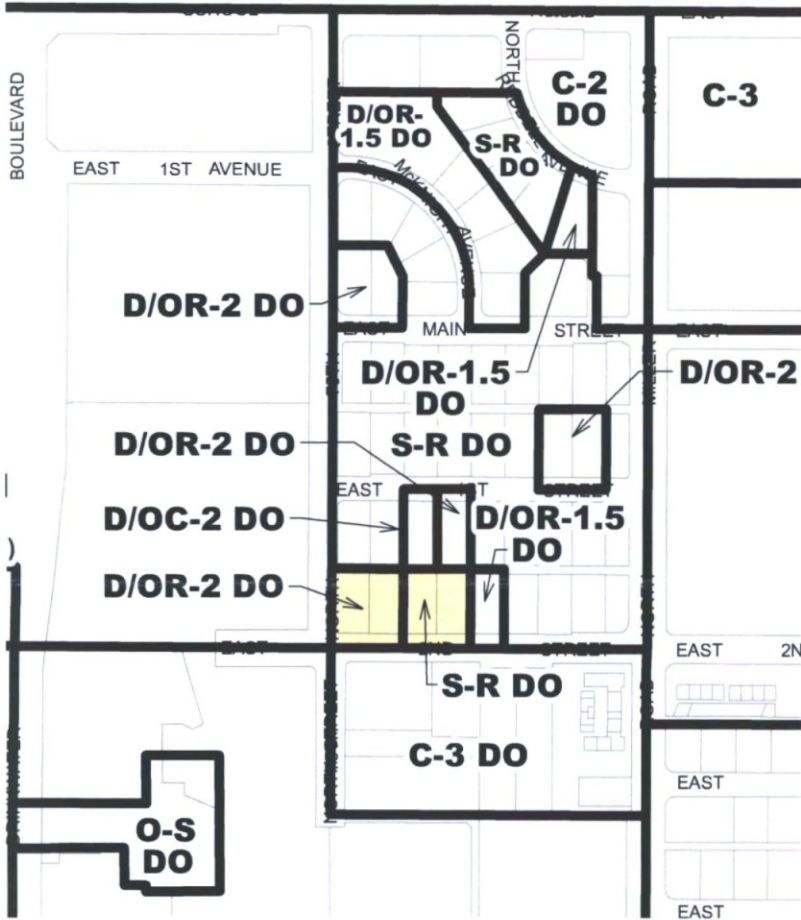
Attachments: General Plan Land Use Exhibit
Current and Proposed Zoning Exhibit
Proposed Site Plan
3D Views of proposed building



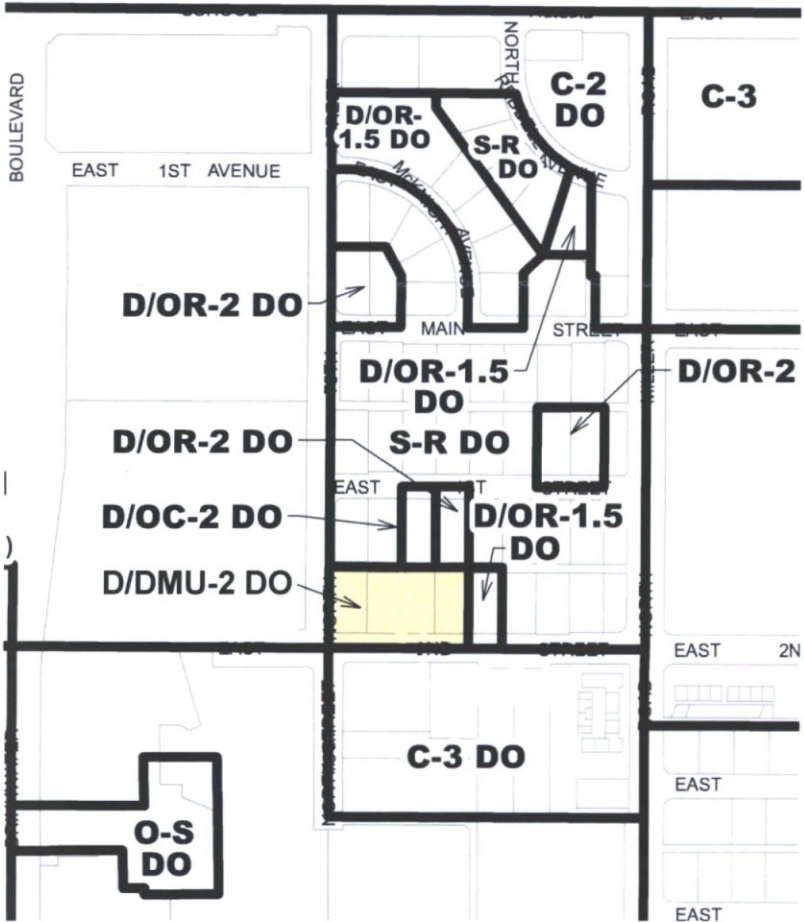
Notice: This document is provided for general information purposes only. The City of Scottsdale does not warrant its accuracy, completeness, or suitability for any particular purpose. It should not be relied upon without field verification. Map not to scale.

Map 2 - Old Town Future Land Use

Existing Zoning



Proposed Zoning

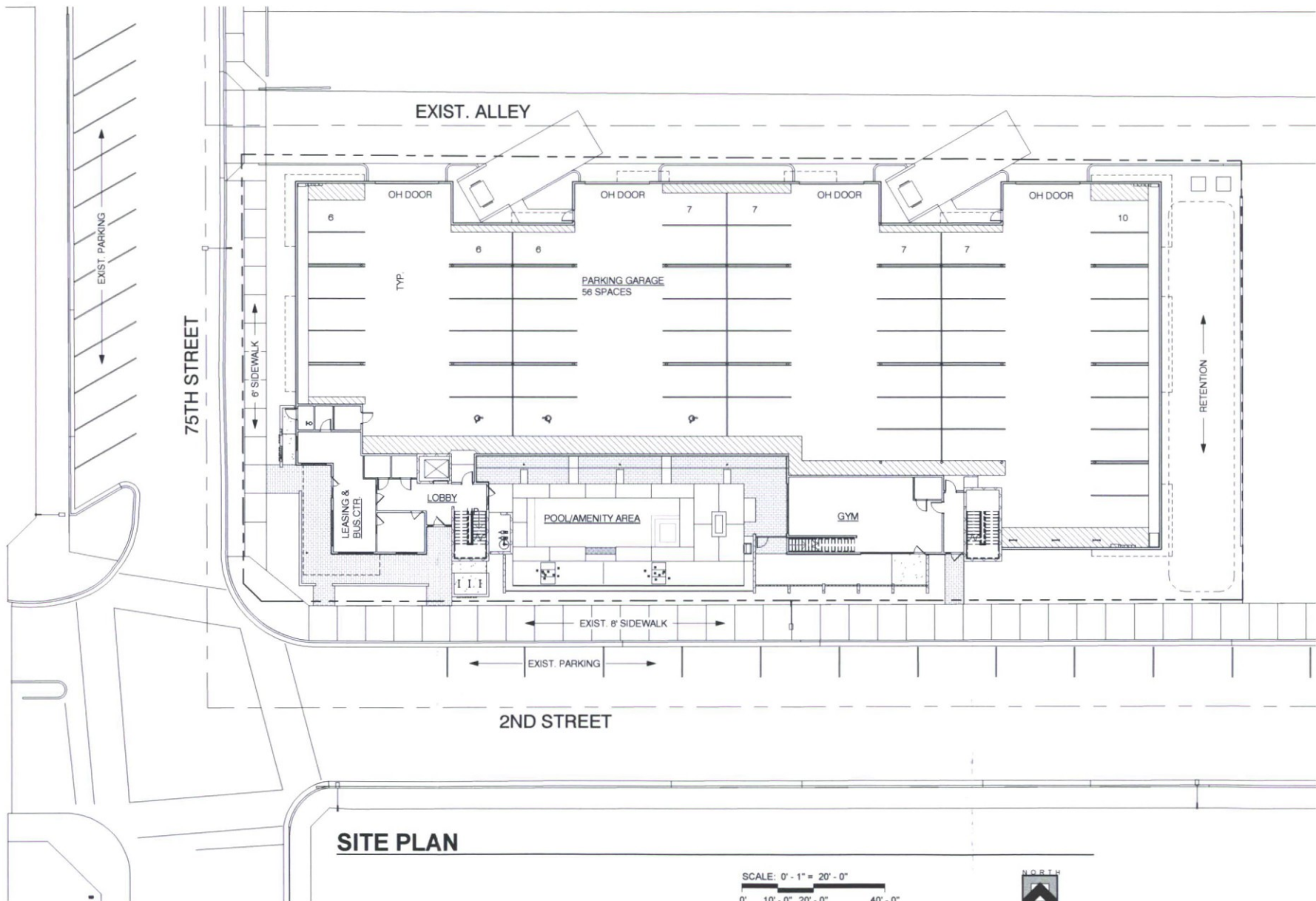




3D View - from SW

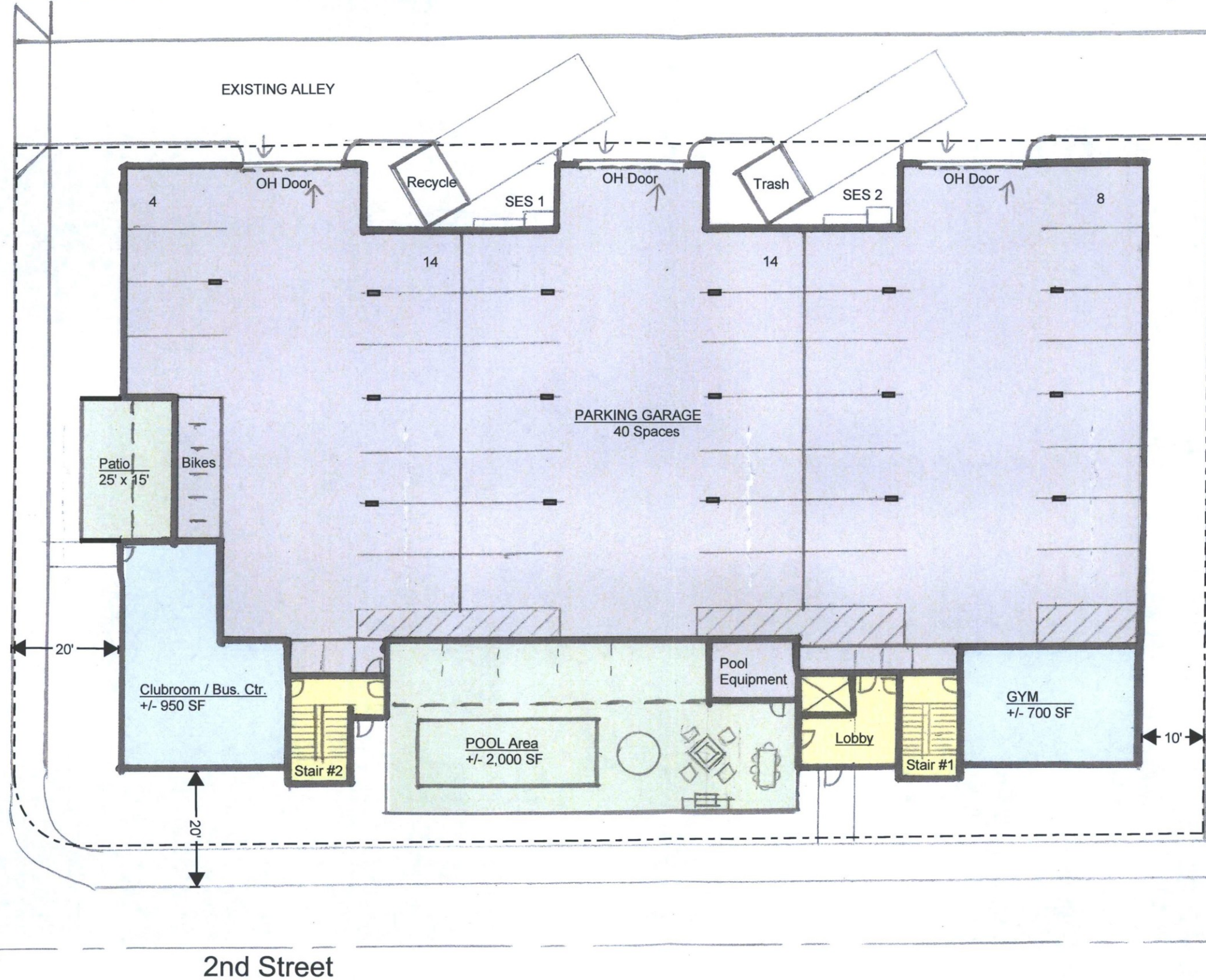


3D View - from NW

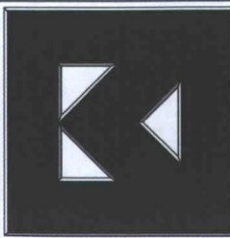




75th Street



Address	7541 E 2nd Street
Parcel #'s	130-25- 028B/029A/029B To be combined into single Lot
Current Zoning	D/OR-2 & S-R DO
Proposed ReZoning	D/MU-2
Net Site Area	+/- 25,000 SF (.574 Ac)
Gross Site Area	+/- 38,130 SF (.875 Ac)
Density Allowed	50 DU / Gross Acre
Density	26 DU / .875 Ac = 29.7
Building Area	1st Flr 2nd Flr 3rd Flr TOTAL 17,376 16,110 16,110 49,596
Gross Floor Area	2,442 16,110 16,110 34,662
Lot Coverage	17,376 / 25,000 = 0.695 = 70%
FAR Allowed	1.3 = 0.1 Parking Garage Bonus = 1.4
FAR	34,662 / 25,000 = 1.39
Building Height	3 story / 40'
Construction Type	V-B Fully Sprinklered
Occupancy	R-2 / S-2



K & I HOMES, LLC

6125 E. INDIAN SCHOOL RD
SUITE 2005
SCOTTSDALE, AZ 85251
PH: 602-505-2525

Parking Required - CARS				34
Units	16	1 Bed 1.3 Spaces / Unit		20.8
	10	2 Bed 1.7 Spaces / Unit		13
Parking Required - BIKES				4
2 Bikes for every 10 required parking spaces				
Parking Provided				
Garage	40	9'-0" x 18'-0"	HC Spaces	Bike 2' x 6'
		38	2	10

Site/Ground Floor Plan
SCALE 1/20" = 1'-0"

Prelim Design - OPT B
Date: 06.28.2018



-----Original Appointment-----

From: Current Planning Mtgs

Sent: Tuesday, September 4, 2018 8:06 AM

To: Current Planning Mtgs; Cluff, Bryan; Perreault, Erin; Kercher, Phillip; Dillon, Levi; Venker, Steve; Stanek, Scott; Wilson, Doug; Hayes, Eliana; Kulina, Brian; kristjans@kandihomes.com; Anderson, Richard

Cc: Ryan, Randy; Yaron, Adam

Subject: 690-PA-2018 75 on 2nd

When: Wednesday, September 12, 2018 2:00 PM-3:00 PM (UTC-07:00) Arizona.

Where: Community Development 1

Good Morning,

re: 690-PA-2018 75 on 2nd

Your pre-application meeting has been scheduled on **9/12/18 at 2pm** with our coordinator, Bryan Cluff.

You may check-in with the receptionists in the atrium and refer to your assigned pre-app case number and coordinator contact information.

Our office building is located at:
7447 E. Indian School Road #105
Scottsdale, AZ 85251

Please accept this invite or reply back via email to confirm or re-schedule your meeting.

Melissa Berry

Planning Assistant

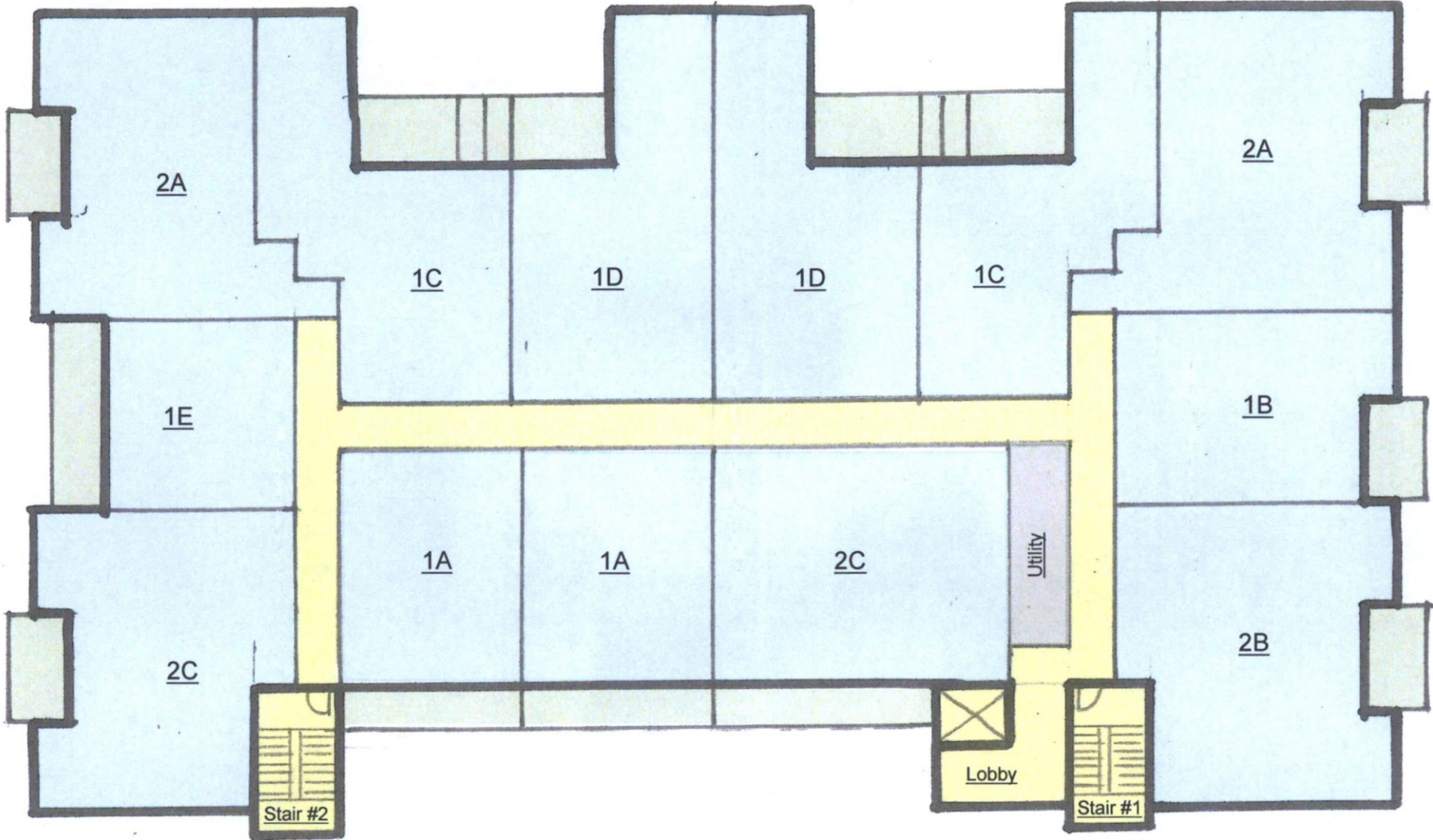
Planning and Development Services

City of Scottsdale

480.312.4213

mberry@scottsdaleaz.gov





75th & 2nd Prelim Design #1 6/28/2018

Unit	Type	Gross Area	Number of units per floor			Total Units	Total Gross Areas
			1st Flr	2nd Flr	3rd Flr		
1A	1 Bed / 1 Bath	800		2	2	4	3,200
1B	1 Bed / 1 Bath	850		1	1	2	1,700
1C	1 Bed / 1 1/2 Bath + Den	1,000		2	2	4	4,000
1D	1 Bed / 1 1/2 Bath + Den	1,000		2	2	4	4,000
1E	1 Bed / 1 Bath	750		1	1	2	1,500
2A	2 Bed / 2 Bath	1,200		2	2	4	4,800
2B	2 Bed / 2 Bath	1,300		2	2	4	5,200
2C	2 Bed / 2 Bath	1,250		1	1	2	2,500
Total			0	13	13	26	26,900



K & I HOMES, LLC

6125 E. INDIAN SCHOOL RD
SUITE 2005
SCOTTSDALE, AZ 85251
PH: 602-505-2525

2nd & 3rd Floor Plan
SCALE 1/20" = 1'-0"

Prelim Design - OPT B
Date: 06.28.2018

